

## **Independent Member of Audit and Governance Committee**

### **Role description and person specification**

#### **About the Audit Committee**

TfN is a newly established Sub -National Transport Body established to develop a Pan Northern Transport Strategy aimed at delivering real improvement to transport connectivity across the North of England. As such it has been established as a statutory body operating as a Local Authority. The Audit Committee provides challenge and assurance on TfN's control environment, mainly focusing on risk and financial issues, to support TfN in ensuring that it is well managed and able to deliver its priorities.

It is intended that the Audit Committee will consist of 4 elected members from the TfN board and 3 external independent members.

#### **Job Purpose**

As part of the Audit Committee you will:

- Consider and comment on reports from the External Auditor, and consider the External Audit Annual Management Letter and reports.
- Consider and comment on the annual internal audit strategy and annual audit plan.
- Consider and comment on reports from [TfN's internal audit provider] on internal audit reviews undertaken in accordance with the Annual Audit Plan.
- Consider any significant issues arising from external or internal audit work.
- Consider and comment on the [internal audit providers] annual report and assurance opinion and a summary of internal audit activity (actual and proposed), together with the level of assurance it can give over TfN's corporate governance arrangements.
- Monitor and comment on the effective development and operation of risk management policies in TfN
- Monitor and comment on TfN's arrangements to protect TfN from fraud and corruption, including the Anti-Fraud & Corruption Policy and the Whistle Blowing Policy.
- Review and approve the Annual Governance Statement and recommend it for signature by the Chief Executive and the Chair of TfN for publication in the Statement of Accounts.
- Review the Treasury Management Policy and Strategy and make recommendations on risk control measures. Any other audit related responsibilities as may from time to time be allocated.

#### **Commitment**

You will be expected to attend at least 3 of 4 meetings per year. Meetings will usually take place in February, April, June and November. They will be held in TfN's offices in Manchester or Leeds. They will last approximately 2.5 hours and time will also be needed before each meeting for preparation.

## Person specification

### Experience

You will be a person who has experience of working in a medium / large organisation at a senior level or other experience which would give similar benefits.

Financial management experience (accountancy, audit or management of a large budget) would be advantageous.

### Skills

You will have:

- an ability to understand complex issues and the importance of accountability and probity in public life
- an ability to analyse and question written and verbal reports on audit and risk management activities
- an understanding of the need for independence of audit from daily management responsibilities
- an ability to demonstrate integrity and discretion
- effective interpersonal skills
- be able to maintain strictest confidentiality of sensitive information

### Knowledge

All members of the Audit Committee should have, or should acquire as soon as possible after appointment:

- an understanding of the objectives and key activities of TfN and current major initiative and significant issues for TfN
- an understanding of TfN's structures and responsibilities, including key relationships with partners, businesses and organisations
- an understanding of the organisation's culture
- an understanding of any relevant legislation or other rules governing the organisation
- an understanding of corporate governance arrangements in place across TfN
- an understanding of the government environment generally
- an understanding of risk management.

Other

### You must:

- Have local connections, and either reside within the area of TfN, carryout the main part of your work within the TfN area or have other recognisable ties to the area.
- Agree to abide by the provisions of the Members Code of Conduct while serving on the Committee.

### You must not:

- be a councillor or officer of TfN or any of its Constituent Authorities or have been so in the preceding five years prior to appointment
- be related to, or a close friend of, any councillor or officer of TfN

- have been convicted of any offence attracting a sentence of imprisonment whether suspended or not for a period of 3 months without the option of a fine. TfN has the right to CRB check any independent committee members.
- be an undischarged bankrupt
- have significant business dealings with TfN
- have a formal connection with any political group
- be an employee of or the holder of a significant office in an organisation with close commercial links with TfN

### **Allowance**

£100 per meeting in addition to reasonable travel and subsistence costs.